

The **Executive Office** is comprised of the Administrative Director, the Chief Legal Counsel, attorneys, and administrative staff. Through the Administrative Director, the Executive Office is responsible for overseeing the activities of all divisions of the Administrative Office and serves as the clearinghouse for administrative matters which may impact the judicial branch. This oversight encompasses a broad range of responsibilities. The Executive Office coordinates and facilitates Administrative Office staff support for the Supreme Court, Supreme Court Committees, and the Committees of the Illinois Judicial Conference. One of the duties to the Supreme Court is the preparation of an administrative agenda for presentation during each of the Court's terms. The Administrative Director, in collaboration with the Chief Justice and the Office staff, prepares the agenda, distributes the materials to the Court, and presents the agenda issues to the Court for its consideration and determination. Agenda items approved by the Court for action are then implemented by the Director through the Executive Office. Executive Office staff also assists the Director in the administration of certain Supreme Court Rules. Pursuant to Supreme Court Rule 39, Executive Office staff conducts the election process for the appointment and reappointment of all associate judges as provided for under the rule. The Executive Office also processes applications filed under Supreme Court Rule 295, which concerns the assignment of associate judges to felony jurisdiction. Applications for licenses issued to those law students seeking to provide limited legal representation under Supreme Court Rule 711 are processed through the Executive Office. In addition, the Executive Office processes all Supreme Court Rule 64 teaching certifications for judges throughout the state who intend to engage in teaching activities. Other matters which fall within the scope of the Executive Office include securing legal representation through the Office of the Attorney General for members of the judicial branch named in a case or controversy arising out of the performance of their official duties. The Executive Office then tracks these cases until they are resolved. Executive Office staff also negotiate, prepare, and manage office leases and contracts for the Supreme Court and Appellate Courts, mandatory arbitration programs, and the Administrative Office. The form and substance of all vendor contracts generated by the Administrative Office for use in contracting for goods and services is also reviewed and approved by the Executive Office. As a service to Illinois' judicial branch, the Executive Office produces written summaries of recent Supreme Court opinions which are distributed to every judge in the state. Finally, the Executive Office provides secretariat services to the Illinois Courts Commission, including filing and preservation of the Commission records, distributing the Official Illinois Courts Commission Reports, and performing all other duties typically executed by a clerk of a court of record.



The **Administrative Services Division** consists of four units that provide technical and support services to the judicial branch: Budget, Vouchering, Payroll, and Human Resources. The Budget Unit works closely with the Director of the Administrative Office to develop the judicial branch budget, as well as to provide daily accounting of expenditures and projected operating costs. This unit also provides procurement and inventory control, maintains contracts and leases, and carries out all other fiscal reporting requirements. Ad hoc reports are generated concerning these and related services for the Director and Supreme, Appellate, and Circuit Courts and their support units. The Vouchering Unit processes all payment vouchers for the Supreme Court, the Appellate Court, the state-paid functions of the Circuit Courts, and the Administrative Office. At the conclusion of the most recent fiscal year, the Administrative Services Division processed approximately 43,800 payment vouchers for the judicial branch. The

Vouchering Unit also maintains all accounting records for the expenditure of resources appropriated by the General Assembly. The Payroll Unit maintains all payroll records for current state-paid judicial branch employees and limited records of previous employees. The unit works with the Office of the Comptroller in processing the payroll for over 2,200 current judicial branch employees. The Human Resources Unit provides personnel services to the judicial branch employees by coordinating employee benefit programs with the Department of Central Management Services. These benefits include health, dental and life insurance, as well as workers' compensation. The Human Resources Unit also works with judicial branch employees and managers in administering the judicial branch classification and compensation plan and the sick and vacation leave benefits.



The **Court Services Division** is involved in a wide range of activities and projects affecting judges, circuit clerks, court reporters, and the judicial branch of government. Ongoing responsibilities include staffing the Supreme Court, Judicial Conference and Conference of Chief Judges Committees; production of the *Judicial Conference Report*; and production of this annual report. The division also provides ongoing legislative support services to the Supreme Court, and prepares summaries of pending and enacted legislation for the chief circuit judges and circuit clerks. Division staff serve as supreme court liaison for court-annexed mandatory arbitration programs and mediation programs. During 2001, division labor relations attorneys represented judicial employers in collective bargaining in approximately 40 counties. Also during 2001, the application process was underway for the Capital Litigation Trial Bar applicants, data regarding sexually violent persons was compiled, and a process was implemented to reimburse the counties for counsel and expert witnesses expenditures involved in cases under the Sexually Violent Persons Commitment Act. A total of eight projects aimed at improving the handling of juvenile abuse and neglect cases were selected for funding with FFY2000 Court Improvement Program (CIP) grant funds, and the Judicial Performance Evaluation Program Planning and Oversight Committee was asked to explore the possibility of modifying the evaluation program from its current voluntary process to that of a mandatory process. Areas of service to circuit clerks include guidance and technical support to the circuit clerks and their staff. During the year, relevant changes were made to the *Manual on Fines and Fees*. The Automated Disposition Reporting Program was expanded to its present level of 68 counties. The division also supplied merged jury lists, petit juror handbooks and grand jury handbooks to the counties requesting them. Court reporting services activities in 2001 included the installation of digital electronic recording systems in six more counties: Knox (5 courtrooms), Henderson (2 courtrooms), McHenry (8 courtrooms), Cook (9 courtrooms), Union (1 courtroom), and DuPage (10

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courtrooms). During 2001, staff continued to work with the Supreme Court's Internal Auditor and the Administrative Services Division with an audit of transcript vouchers and other issues related to the Supreme Court's Court Reporting Management Initiative. Division staff met with court reporting services employees and Chief Circuit Judges in each circuit to discuss the Supreme Court's Court Reporting Management Initiative. In October, the *Resource Manual for Court Reporting Services Employees* was distributed to all court reporting services employees in the state and all Chief Circuit Judges. The division continued to facilitate the circuit court's needs for court interpreters. Finally, the division assisted the Director in monitoring the progress of the repair and renovation of state owned facilities used by the judicial branch. These facilities included the Supreme Court Building in Springfield, the three courthouses of the Second, Third and Fifth Appellate Districts, and the newly renovated Fourth Appellate courthouse (formerly known as the Waterways Building) located in the Capital Complex.

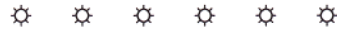


The **Judicial Education Division** provides administrative oversight of continuing education programs for over 900 judges and approximately 700 court personnel. The division staffs the Committee on Education which, with Supreme Court approval, is responsible for planning all judicial education programs sponsored by the Illinois Judicial Conference. In 2001, the division provided administrative support to the faculty of 12 regional and mini-seminars, the week-long orientation seminar for new judges held each year in Chicago, and the faculty development seminar held each summer to help judicial faculty hone their teaching skills. In addition, Division staff assisted in planning and conducting the first presentation of the Illinois Advanced Judicial Academy, a one-week residential program conducted at the University of Illinois College of Law in June. The Academy, attended by 77 judges, addressed "Law and Science and the Highly Effective Judge." The division operates the Resource Lending Library which offers judges, through loans and contributions to their personal libraries, videotapes, audiotapes, bench books from past seminars, and other publications of interest on a wide variety of topics. Additionally, the division also provides staff support to the Judicial Mentor Committee, which is responsible for administering the New Judge Mentoring Program. Working with the Court Services Division, the division plans and conducts training programs for circuit clerks, court reporting services personnel, and court administrators. Activities in 2001 included the annual Official Court Reporter Seminar held in the north, central, and southern regions of the state, and a seminar for trial court administrators and administrative assistants. The division staffs the Oversight Board of Continuing Education of the Illinois Association of Court Clerks which sponsored two full-day educational programs for circuit clerks and their staff. The division also assists staff from other AOIC divisions throughout the year by providing meeting planning services.



The **Judicial Management Information Services Division (JMIS)** provides technology to the offices and staff of the Illinois Supreme and Appellate Courts, the Supreme Court support units, and all divisions within the Administrative Office of the Illinois Courts. JMIS implements technology at the direction of the Administrative Office Director and Supreme Court with the primary objective of improving the procedures and efficiencies of court operations. JMIS responds to the needs of the judicial branch for

application development and information processing by analyzing processes, designing applications, or procuring technology that leverages existing investments with an overall goal of improving organizational benefits to office procedures. The Illinois Supreme Court continues to take an aggressive approach to new technology and the continued enhancement of the existing client/server environment supporting in-house developed applications (i.e.: case management systems) and the infrastructure necessary to address data exchange requirements. Information exchange is of utmost importance in allowing the Illinois Courts to exchange data between courts, county agencies, and other state organizations.



The **Probation Services Division** provides services to chief judges and their probation staffs in all circuits. The Probation and Probation Officer Act, at 730 ILCS 100/15(1), states: “The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act.” Consistent with its statutory responsibility, the mission of the Probation Division is to improve the quality, effectiveness, and professionalism of probation services in Illinois. In carrying out this mission, the Division’s monitoring, standard-setting, and technical assistance activities extend to all aspects of the administration and operation of Illinois probation and court services departments. These activities include the administration of state reimbursement to counties for probation services, review and approval of annual probation plans submitted by each department, collection and analysis of statewide probation data, administration of probation employment and compensation standards, development and implementation of effective correctional intervention strategies for offenders on probation, monitoring and evaluation of probation programs and operations, administration of the interstate compact for probationers transferring into or out of the state, design and delivery of basic and advanced training for probation personnel, and provision of technical assistance and staff support to circuit courts to improve the administration and operation of probation services in Illinois. A priority for the Division for 2001 was expansion of its strategies to implement evidenced-based assessment and intervention models to promote more effective case management practices. These improved probation practices are aimed at enhancing public safety by reducing the risk of re-offending for offenders sentenced to probation.